MANAGEMENT AND BUDGET

# State of Minnesota

## Capital Budget System
## Local Unit of Government Authorization Form

**Instructions:** Please complete the authorization form for personnel who will be entering capital budget requests into the State of Minnesota Capital Budget System (CBS). MMB will only authorize users who are officials and/or staff of political subdivisions (a school district, county, or home rule charter or statutory city, per M.S. 3.986, subd. 4).

All fields are required and need to be completed for each user to gain access. DO NOT SUBMIT A HANDWRITTEN FORM. A static IP address or dynamic IP address range is needed to allow users through the MMB firewall to access the Capital Budget System. Consult with your technical staff to determine your external IP address. If this is not possible, and your organization is a MNET client, you may find your IP address at http://www.mnet.state.mn.us/data-net/tools/whatsmyip.php. If you are not a MNET client, you may find your public IP address by googling "whats my ip".

Supervisors: Return completed forms to budget.finance.mmb@state.mn.us.

| **Requesting Entity Name:** | | | | |
|---|---|---|---|---|
| **Address:** | | | **IT Contact Name:** | |
| | | | **IT Contact Phone Number:** | |
| **Supervisor's Name:** | | | **IT Contact Email Address:** | |
| **Local Government User Name** | **Title** | **Phone Number** | **Email Address** | **External IP Address** |
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